

LEGAL NOTICE
Request for Proposals (RFP)
Title: FY 2023 Employment Recruitment Virtual Platform

The State of Connecticut, Department of Developmental Services (DDS) is seeking proposals from businesses to develop and maintain a virtual employment recruitment platform to assist individuals with intellectual disabilities and their family members/sponsoring people to recruit and hire direct care support staff.

A Request for Proposal Conference will be held virtually **on June 7, 2022, at 10:00 a.m.** For proposers wanting to attend the Proposer’s Conference, Letters of Intent must be submitted no later than by **June 6, 2022 by 4:00 PM.** Details regarding the virtual Proposal Conference will be given to any proposer who submits a letter of intent by June 6, 2022.

The Request for Proposal is available in electronic format on the State Contracting Portal at: [CTsource Bid Board](#) (Central Office RFP portal link) or from the Department’s Official Contact:

Name: Michelle Spina
Address: DDS, Central Office, 460 Capitol Ave., Hartford, CT 06106
Telephone: (860) 418-6142
E-Mail: Michelle.Spina@ct.gov
Fax: 1-860-622-2756

The RFP link is also available on the Department’s website at <http://www.ct.gov/dds> under “Provider Gateway” (RFP) Central Office link. A printed copy of the RFP can be obtained from the Official Contact upon request. **Deadline for submission of proposals is 4:00 p.m. on July 21, 2022.**

**REQUEST FOR PROPOSALS (RFP)
BY THE STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES**

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**REQUEST FOR PROPOSALS (RFP)
BY THE STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES**

I. GENERAL INFORMATION

A. INTRODUCTION

1. **RFP Name: FY 2023 Employment Recruitment Web-Based Platform**
2. **RFP Number – #1**
3. **RFP Summary –** The State of Connecticut, Department of Developmental Services (DDS) is seeking proposals from businesses to develop and maintain a web-based employment recruitment platform to assist individuals with intellectual disabilities and their family members/sponsoring people to recruit and hire direct care support staff.

DDS is seeking proposals from interested parties to develop, operate, and maintain a secure website to advertise employment opportunities and recruit direct care support staff to provide supports to individuals with intellectual disabilities. The successful proposer will be required to:

- develop an employment platform that is customer friendly and easy to use
- provide training and customer service in different modalities to assist individuals and their families/support people to successfully navigate the platform.
- develop and execute marketing strategies to increase the traffic on the website for available direct care professionals and the individuals and families looking for staff,
- recruit experienced staff who specialize in working with individuals with intellectual disabilities and/or developmental disabilities (ID/DD) and the individuals and their families,
- collaborate and partner with state employment programs to expand the pool of applicants
- develop and maintain a reporting tool for the state to monitor various metrics on traffic usage, work opportunities advertised by the individuals and their family/support people, available direct care professionals and successful hiring matches.

The due date for proposals is 4:00 p.m. on **July 21, 2022**. Proposals must be received in the required format by email at joseph.carvalho@ct.gov. not later than the deadline. Late submissions will not be accepted.

DDS is authorized in accordance with Section 17a-210 of the Connecticut General Statutes. The requested services will be awarded through a competitive procurement process and funded by State dollars.

4. **Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:
 - 1000: Healthcare Services

The commodity codes are used when posting the RFP on the State Contracting Portal.

B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
DDS	Department of Developmental Services (CT)
DCSS	Direct Care Support Staff
EOR	Employer of Record
EEO	Equal Employment Opportunities
FOIA	Freedom of Information Act (CT)
HIPAA	Health Insurance Portability and Accountability Act
LOI	Letter of Intent
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
POS	Purchase of Service
P.A.	Public Act (CT)
RFP	Request For Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- **Administrator:** The person responsible for overall management, operation and provision of the Employment Recruitment Web-Based Platform.
- **Contractor:** A business entity, private provider organization, CT State agency, or municipality that enters into a POS contract with the Department as a result of this RFP.
- **Health Insurance Portability and Accountability Act:** Administrative, technical, and physical safeguards required to prevent unauthorized access to protected health care information.
- **Official Agency Contact:** The only authorized contact for this procurement and, as such, who will handle all related communications on behalf of the Department.
- **Principal of the Entity:** The designated person primarily responsible for the overall management, operation and provision of services within the entity.
- **Proposer:** A business entity, private provider organization, CT State agency, or municipality that has submitted a proposal to the Department in response to this RFP.
- **Proposer's Authorized Representatives:** The authorized employees of the contractor to communicate and discuss the merits of the proposal with the Department.
- **Qualified Provider:** A private agency that has submitted a complete application packet and been approved by DDS to have met the minimum standards for providing supports to individuals with intellectual disabilities.
- **Prospective Proposer:** A business entity, private provider organization, CT State agency, or municipality that may submit a proposal to the Department in response to this RFP but has not yet done so.
- **Subcontractor :** An individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific service as part of a POS contract with the Department as a result of this RFP.

C. INSTRUCTIONS

1. **Official Agency Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration. Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official.

The Official Agency Contact for the purpose of this RFP is:

Name: Michelle Spina
Address: DDS, Central Office, 460 Capitol Ave., Hartford, CT 06106
Telephone: (860) 418-6142
E-Mail: Michelle.Spina@ct.gov
Fax: 1-860-622-2756

DDS reserves the right to appoint an alternate Official Agency Contact if necessary. A formal amendment will be issued to provide contact information for the alternate Official Agency Contact. Proposers will be required to limit their contact regarding the RFP to the person named therein. The amendment will be posted on the State Contracting Portal at [CTsource Bid Board](#) (Central Office RFP portal link)

Proposers may also access the "Provider Gateway" (RFP) link on the State of Connecticut Department of Developmental Services web site at www.ct.gov/dds to view the amendment.

2. **Proposer's Authorized Representatives. (Form 1)** Proposers must designate an authorized representative and one (1) alternate. The form is available at www.ct.gov/dds under the "Provider Gateway" (RFP) link. The form must be signed by the organization's Chief Executive Officer or another official with signatory authority and submitted as **Attachment A**. Providers must submit a Proposer's Authorized Representative Form along with the Letter of Intent to enable other staff to communicate with the Department during the open submission period. A new Proposer's Authorized Representative Form may be submitted with the proposal to reflect any changes the provider may wish to make.
3. **RFP Information.** This RFP, amendments to this RFP, and other information associated with this procurement is available in hard copy, upon request, from the Official Agency Contact or in electronic format from the Internet at the following locations:
 - State Contracting Portal
[CTsource Bid Board](#) (Central Office RFP portal link)
 - Department of Developmental Services Web Page
<http://www.ct.gov/dds>

It is strongly recommended that any proposer or prospective proposer interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

Printed copies of all documents are also available from the Official Contact upon request.

4. **Contract Awards.** The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:
 - a. Total Maximum Funding Available: Not to exceed \$150,000 annually
 - b. Start-up funding will be available
 - c. Maximum Number of Awards:1
 - d. Contract Term: 2 year.

5. **Eligibility.** Contractors are eligible to submit proposals in response to this RFP that meet the minimum qualifications.

6. **Minimum Qualifications of Proposers.** To qualify for a contract award, a proposer must have the following minimum qualifications:
 1. The proposer must have at least three years of experience administering an employment recruitment website or other virtual software platforms.
 2. The proposer must demonstrate experience recruiting hourly workers.
 3. The proposer must demonstrate the average number of applicants is greater than the number of requested positions over the last three years.

7. **Timeline.** The following timeline, up to and including the deadline for submitting proposals, shall be changed only by an amendment to this RFP. Dates after the submittal deadline for proposals are target dates only.

May 26, 2022	RFP Released
June 6, 2022 4:00 PM	Letter of Intent must be submitted on or before deadline in order to attend Proposer’s Conference.
June 7, 2022 10:00 AM	Proposers’ Conference. Attendance is not required but highly encouraged.
June 17, 2022	Deadline for Inquiries
July 1, 2022	Anticipated Release of Official Answers to Inquiries
July 21, 2022	Proposals Due
July 25, 2022	Proposal Review Committee begins
August 15, 2022	Anticipated Selection of Contractor
October 1, 2022	Anticipated Date of Website to begin operating

8. **Letter of Intent.** Any proposer intending to attend the Proposer's Bidder's Conference must submit a Letter of Intent (LOI), a Non-Disclosure Form and a Proposer's Authorized Representative Form to the Official Agency Contact by U.S. mail, facsimile, or e-mail not later than 4:00 pm. on June 6, 2022. The LOI must clearly identify the sender, including name, postal address, telephone number, fax number, and e-mail address. The Non-Disclosure Form (**Form 2**) will be posted on the State Contracting Portal at [CTsource Bid Board](#) (Central Office RFP portal link). Proposers may also access the "Provider Gateway" (RFP) link on the State of Connecticut DDS web site at www.ct.gov/dds to view the Non-Disclosure Form. The LOI is non-binding in that the proposer is not required to submit a proposal. It is the sender's responsibility to confirm the Department's receipt of the LOI. The purpose of the LOI is to enable the agency to send interested proposers to the Proposer's Conference and receive any new information concerning this RFP. Interested proposers may submit a LOI to the designated DDS staff prior to the start of the Proposer's Conference. The Department will communicate only with the authorized official signing the Non-Disclosure Form on behalf of the organization or the Authorized Representatives.
9. **Inquiry Procedures.** All questions regarding this RFP must be directed, in writing via email, to the Official Agency Contact by 4:00 p.m. on June 17, 2022. **The early submission of questions is encouraged.** Questions will not be accepted or answered verbally –neither in person nor over the telephone. All questions received before the deadline will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. The Department reserves the right to answer questions only from those who have submitted such a Letter of Intent. The Department may combine similar questions and give only one answer. All questions and answers that the Department considers to be HIPAA protected will be sent out separately through a secured email to proposers that have submitted an LOI. All other questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such. A formal amendment to this RFP is anticipated to be issued not later than July 1 2022 to provide answers to questions. The amendment will be posted on the State Contracting Portal at [CTsource Bid Board](#) (Central Office RFP portal link). Proposers may also Provider Gateway www.ct.gov/dds to view the amendment. A notice of amendment will also be sent to interested proposers who submit a letter of intent prior to the Proposer's Conference.
10. **Proposers' Conference.** A Proposers' Conference will be held on:
Date: June 7, 2022
Time: 10:00 a.m.
Location: To be held virtually. Details to be provided to all proposers who submit a letter of intent, a Non-Disclosure Form and a Proposer's Authorized Representative by the deadline of June 6, 2022 at 4:00 pm.

For advance registration, please contact the Official Agency Contact. **ATTENDANCE IS NOT REQUIRED but encouraged.** Proposers that have failed to submit an LOI, the Non-Disclosure Form, and the Proposer's Authorized Representative's Form by June 6, 2022 in accordance with the requirements set forth herein shall not receive information on the Proposer's Bidder Conference. Prospective proposers are asked to have a copy of the RFP for the conference. Attendees will be given information regarding the specific purpose of this program. DDS is seeking proposals from contractors to develop, operate, supervise and manage the virtual recruitment site for individuals who hired direct support professionals to

support them in their daily living routines. Proposers will be allowed to ask oral questions at the conference that Department representatives may answer verbally. Oral answers given at the conference are tentative and not binding on the Department. All questions asked at the conference will be compiled and issued as a written amendment to the RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such. The written amendment will serve as the Department's official response to questions asked at the conference. A formal amendment to this RFP is anticipated to be issued not later than July 1, 2022, to provide answers to questions. **Any information specific to individuals that is deemed to be HIPAA protected will not be included in the amendment.**

The amendment will be posted on the State Contracting Portal at [CTsource Bid Board](#) (Central Office RFP portal link). Proposers may also access the "Provider Gateway" (RFP) link on the State of Connecticut DDS web site at www.ct.gov/dds to view the amendment. A notice of amendment will also be sent to interested proposers who submit a letter of intent prior to the Proposer's Conference.

11. **Proposals Due.** Proposal must be electronically received no later than 4:00 p.m. on July 21, 2022. Proposals must be received in the required format and labeling not later than the deadline. Late submissions will not be accepted. Proposals received after the due date and time may be accepted by the Department as a clerical function, but late proposals will not be evaluated. At the discretion of the Department, late proposals may be destroyed or retained for pick up by the submitters.

Proposals are to be submitted to:

Name: Michelle Spina
Address: DDS, Central Office, 460 Capitol Ave., Hartford, CT 06106
Telephone: (860) 418-6142
E-Mail: Michelle.Spina@ct.gov
Fax: 1-860-622-2756

An acceptable submission must include the following:

- one (1) original proposal

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

12. **Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL. In Section C of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the

proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

13. **Conflict of Interest - Disclosure Statement (Form 5).** Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or state employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. (**Attachment K**)

D. PROPOSAL FORMAT

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the contractor, private provider, CT State agency, or municipality submitting the proposal. Proposer's *authorized representative* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.
 - RFP Name
 - Program # of the Proposal
 - Legal Name:
 - FEIN:
 - Street Address:
 - Town/City/State/Zip:
 - Authorized representatives:
 - Title:
 - Phone Number:
 - FAX Number:
 - E-Mail Address:
 - Authorized Official:
 - Title:
 - Signature:
3. **Table of Contents.** Proposers must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal are required. (See Section IV.)
4. **Executive Summary.** Proposals must include a high-level executive summary of the main proposal and budget summary, not exceeding 2 pages.

5. **Attachments.** Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.

6. **General Requirements.**
 - All required forms must be submitted with the proposal as attachments.
 - Do not use material dependent on color distinctions, animated electronics, etc., in proposals.

7. **Style Requirements.** Submitted proposals must conform to the following specifications:
 - Binding Type: None specified
 - Dividers: None
 - Paper Size: 8 ½ x 11, Portrait
 - Page Limit: None specified
 - Print Style: All pages **except** Financial Statement(s) must be numbered and double-sided.
 - Font Size: None specified
 - Font Type: Times New Roman
 - Margins: 1" minimum on the top, bottom, and sides of all pages
 - Line Spacing: None specified

8. **Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required appendices and forms, must be numbered in the footer. The RFP and all attachments must be paginated in sequential order from beginning to end, even if some attachments have their own pagination system. (e.g. the financial audit, annual reports, etc.).

9. **Packaging and Labeling Requirements.** All proposals must be addressed to the Official Agency Contact. The proposal must be duly executed by signing Cover Sheet and Agreements and Assurances form (**Form 3**). Unsigned proposals may be rejected. Proposals submitted in person or by mail will not be accepted or reviewed. Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by the Department as a clerical function, but it will not be evaluated. At the discretion of the Department, such a proposal may be destroyed or retained for pick up by the submitters.

E. EVALUATION OF PROPOSALS

1. **Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Department will conform to its written procedures for POS procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Only proposals found to be responsive (that is, complying with all instructions listed herein) to this RFP will be evaluated, rated, and scored. The Screening Committee will reject any proposal if the components required by this RFP are not submitted as directed.

2. **Screening Committee.** The Department will designate a Screening Committee to evaluate proposals submitted in response to this RFP. The Screening Committee may be composed of individuals, families, DDS staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Screening Committee. The Screening Committee shall evaluate all proposals that meet the Minimum

Submission Requirements and make recommendations. The Commissioner of the DDS will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Screening Committee may result in disqualification of the proposer.

- **Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format and conform to the style, packaging and labeling requirements; (3) follow the required Proposal Outline; (4) proposed budget must be no more than the maximum financial amount identified and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.
3. **Quality Reviews.** Proposals that meet the minimum submission requirements will then be reviewed for quality. The quality review includes the demonstrated commitment to individualized supports for people with disabilities, affirmative action, organizational profile, statement of work, personnel resources, and proposed cost.
 4. **Review Criteria (and Weights).** The review criteria are the objective standards that the Screening Committee will use to evaluate the merits of the proposals submitted in response to this RFP. Only the criteria listed below will be used to evaluate proposals. Depending on the number of proposals, the Screening Committee may rank the proposals to limit the number of interviews. The top candidates, as determined by the scoring of the Selection Committee, may be interviewed. The criteria are weighted according to their relative importance.

Organization and Past Performance	15%
Data and Technology	10%
Virtual Platform design	20%
Marketing and Recruitment Strategies	15%
Proposed Time Frames:	10%
Training and Customer Service	15%
Budget Cost Effectiveness:	15%

Note:

As part of its evaluation of the Staffing Plan, the Screening Committee will consider the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies §46A-68j-30(10).

5. **Meetings with Proposers.** The Screening Committee will convene meetings with the top three proposers in order to gain a fuller understanding of their platform. The meetings are to include a demonstration of the proposed platform, interviews, and questions on the proposed virtual platform. The Official Agency Contact will contact proposers to make an appointment. Any such meetings are tentatively scheduled to begin on or after July 25, 2022. During such meetings, proposals may not be supplemented, changed or corrected in any way. No comments about other proposers or proposals will be permitted. Any and all costs associated with such meetings will be entirely at the proposer's expense. The criteria listed below will be used to evaluate the proposal to determine the top-ranking proposers.

Virtual Platform Design and ease of use	40%
Marketing and Recruitment Strategy	25%
Training and Customer Service	20%
Budget/ Cost Effectiveness/ Technology	15%

6. **Site Visits:** At the discretion of the Screening Committee, committee members may visit the website of the proposers in order to gain a better understanding of the agency.
7. **Contractor Selection.** Upon completing its review of proposals, the Screening Committee will recommend the top-ranking proposers to the Commissioner. The final selection of a successful proposer is at the discretion of the Commissioner. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell’s Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Department’s discretion, about the outcome of the evaluation and proposer selection process. It is DDS’s intention to notify the successful proposer by August 15, 2022, and to initiate this engagement as soon as possible thereafter.
8. **Debriefing.** Within ten (10) days of receiving notification from the Department, unsuccessful proposers may contact the Official Agency Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered “day one” of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Agency Contact and request a meeting with the Department to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Department will schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
9. **Appeal Process.** Proposers may appeal any aspect of the Department’s competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Department head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered “day one” of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Department to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Agency Contact.
10. **Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Department’s contracting procedures, which may include approval by the Office of the Attorney General.

II. MANDATORY PROVISIONS

This section of the RFP provides information about the State's mandatory procurement and contracting requirements, including, the standard Purchase of Service contract, proposer assurances, the terms and conditions of this RFP, the rights reserved to the State, and compliance with statutes and regulations. The Department is solely responsible for rendering decisions in matters of interpretation of all mandatory provisions.

A. POS STANDARD CONTRACT, PARTS I AND II

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract" for POS:

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting POS contract. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at:

http://www.ct.gov/opm/fin/standard_contract.

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's Office.

B. ASSURANCES

By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:

1. **Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.

2. **State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Department may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.
3. **Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
4. **Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the proposal, by reference or otherwise, into any contract with the successful proposer.
5. **Press Releases.** The proposer agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFP or any resultant contract.

C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor the Department shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the proposer's expense.

6. **Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Department. The Department may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
7. **Presentation of Supporting Evidence.** If requested by the Department, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Department may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Department may also check or contact any reference provided by the proposer.
8. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Department.
2. **Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State. All amendments to this RFP will be posted on the State Contracting Portal found at [CTsource Bid Board](#) Central Office RFP portal link). Proposers may also access the "Provider Gateway" (RFP) link on the State of Connecticut DDS's web site at www.ct.gov/dds to view the posted amendments. Failure to adapt a proposal in accordance with the instructions contained in the amendments may result in a proposal not being considered.
3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Award and Rejection of Proposals.** The Department reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a

contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.
7. **Clerical Errors in Award.** The Department reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
8. **Key Personnel.** When the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Department.

E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

3. **Consulting Agreements, C.G.S. § 4a-81. (Form 6)** Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall include a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 2) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms.

IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal. (**Attachment L**)

4. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2). (Form 7)** If a proposer is awarded an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms.

IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 1 to the Department with the proposal. (**Attachment M**)

5. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at http://www.ct.gov/opm/fin/nondiscrim_forms.

IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.

III. PROGRAM INFORMATION

A. DEPARTMENT OVERVIEW

Mission Statement

The Department of Developmental Services (DDS) Mission Statement is to partner with the individuals we support and their families, to support lifelong planning and join with others to create and promote meaningful opportunities for individuals to fully participate as valued members of their communities.

All citizens supported by the Department of Developmental Services are valued contributors to their communities as family members, friends, neighbors, students, employees, volunteers, members of civic and religious associations, voters and advocates. These individuals:

- Live, learn, work and enjoy community life in places where they can use their personal strengths, talents and passions.
- Have safe, meaningful and empowering relationships.
- Have families who feel supported from the earliest years and throughout their lifetimes.
- Have lifelong opportunities and the assistance to learn things that matter to them.
- Make informed choices and take responsibility for their lives and experience the dignity of risk.
- Earn money to facilitate personal choices.
- Know their rights and responsibilities and pursue opportunities to live the life they choose.

Self-Determination

Self-determination is a national movement about rights and personal freedom. It is an approach to service delivery that supports people with disabilities to live the lives they desire. Self-determination helps people, their families and friends determine their future, design their own support plans, choose the assistance they need to live full lives and control a personal budget for their supports. Individuals may use their individual budgets to hire their own staff, to purchase supports from a traditional agency or from an *Agency with Choice* or may select a combination of these approaches.

B. PROPOSAL OVERVIEW

1. DDS is seeking proposals from contractors to develop, operate, supervise and manage an employment recruitment virtual platform to assist individuals with intellectual disabilities and their families or supporting persons with the hiring of direct care support staff (DCSS). The specific purpose of this RFP is to develop a virtual platform where individuals can meet their staffing needs with available DCSS. The goal is to establish a single platform for individual employers and available direct care staff to upload their information and search for potential matches. DDS currently has a total of 2114 active EOR's who employ an estimated 4400 staff. In 2021, there was a total of 233 employers of record with an active subscription to the current employment website with a total of 646 updated or new worker applications. This was an average of 2.77 applications per open job posting.
2. The successful proposer will be responsible for developing and maintaining a virtual platform, providing customer service to assist individual consumers of the Department who hire their own staff, develop a marketing strategy for increasing the traffic of both employers and potential employees on the site, submitting a quarterly report of the success the website is achieving on specific metrics identified by the department and will survey users on an annual basis for comments and feedback on the quality and ease of the system. The contractor will be required to accurately document and maintain data on the following:

- A. Number of active EOR's posting job openings
 - B. Number of active job openings
 - C. Number of job postings per EOR
 - D. Number of active applications
 - E. Number of new and updated applications
 - F. Number of hits to the job posting
 - G. Number of hits to an application
 - H. Number of days a job posting is listed
 - I. Number of days a job application remains active
 - J. Number of successful matches
 - K. Length of time from job posting to position filled
3. Proposers must have (1) experience and demonstrated success in virtual employment based platforms; (2) sufficient managerial and administrative support staff to implement the proposed platform; (3) sufficient resources to operate and maintain the proposed platform; (4) the technical capacity to develop, maintain and troubleshoot the platform (5) provide an emergency back-up plan to ensure the continuous operation of the platform (6) a continuous improvement process to ensure quality services; (7) experience working with various private and public employment programs to increase the application pool and (8) experience communicating and supporting EOR's in different languages and learning modalities. Preference will be given to proposers that can demonstrate experience with the recruitment and hiring of direct care support staff.
4. Proposers must develop a work plan with timelines to develop, implement, train and market the virtual employment-based platform. The plan should include any start-up activities. The following items should be included in the plan:
- A. Development of a scope of service with input from designated Employer of Records
 - B. Development of the virtual platform
 - C. Timeline for development, testing, modifications, and implementation.
 - D. Development and dissemination of training materials. Options for various languages.
 - E. Implementation of customer service availability.
5. Supports and Services - Outcomes and Measures

The successful proposer shall implement the services described herein to result in the following outcomes. Such outcomes shall be measured in the manner described herein. The Department will monitor outcome results achieved pursuant to these terms and conditions. The successful proposer will be required to take immediate actions to address any identified deficiencies.

Outcomes	Measures
<ul style="list-style-type: none"> • Employer of Record will be able to hire staff that match the support needs of the individual. 	The average number of applicants to job openings will be no less than 3:1.

<ul style="list-style-type: none"> • Employer of record will be able to recruit staff to meet the needs of the individual. 	<p>The number of employers that utilize the virtual platform each year will equal no less than 20% of the total number of employer of records.</p>
<ul style="list-style-type: none"> • The virtual platform will be accessible to all employers and available staff. 	<p>More than 90% of the users report their satisfaction with the website, the ease of the system, finding appropriate matches and their issues are resolved in a timely manner.</p>

6. Successful Proposers will receive funding for start-up in accordance with DDS policies and procedures. Proposers must provide a budget outline for start-up projections.
7. The award will have a maximum amount of \$150,000 per year for two years.

C. PROPOSAL COMPONENTS

Program – Employment-based Virtual Platform

DDS Contracting Division- Central Office

PROGRAM DESCRIPTION: The platform should be accessible either through an APP or IP location.

SUMMARY: The platform should be able to:

- easily allow applicants and employers to register for the site
- input information in a secure environment
- upload and download employment related documents
- search the platform based on a set number of filters
- be designed to accommodate various learning styles and languages
- have a maximum capacity to handle the hiring needs of 2114 employer of records with the ability to expand should the need arise
- available on-demand training materials
- provide emergency back-up protocols to ensure the continuous operation of the platform for new employers and potential applicants
- have available customer service personnel to assist with employers having difficulty with the site.
- market and recruit applicants including from various state, educational and private job assistance programs
- provide continuous quality improvement-based user input

DATA and TECHNOLOGY REQUIREMENTS:

1. The provided solution must follow industry standards and best practices for performance, integrity, reliability, and security. More specifically,
 - a. The proposer, its employees, subcontractors and agents shall
 - i. Maintain secure network connections through the utilization of industry standard and mutually agreed-upon encryption technology if and while transferring Data. Data includes

- Personal Information (as defined under the GDPR), financial data, trade secrets, or any data that, if improperly disclosed, could result in damage or liability to the State or users of the solution.
- ii. Store all Data in an encrypted format utilizing industry standard encryption technology and provide security key management and other facilities to ensure that encrypted Data is not lost.
 - iii. Ensure that all inbound and outbound remote access to and from user computer systems and any systems that process, transmit, or store Data utilize and end-to-end encryption method acceptable to the State.
 - iv. Maintain a firewall at all logical demilitarized zones (“DMZ”) and Internet connection points, with access control restricted to that required for authorized use of the proposed system.
 - v. Provide physical security to prevent unauthorized access to any device used to access systems that process, store or transmit data.
 - vi. Ensure that all remote personal computing systems, workstations and laptops that process Data have functional and current antivirus and firewall software installed and have appropriate security patches applied.
- b. The proposer shall attest to an understanding of the security provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA, [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\) | CDC](#)) and certify compliance with HIPAA Security by the proposer’s employees, subcontractors, and agents.
 - c. The proposer shall provide documentation concerning how the proposed system ensures appropriate
 - i. Access control, including authentication and authorization
 - ii. Auditing and accountability
 - iii. Business continuity (including time to recovery)
 - iv. System maintenance and backups
 - v. Intake and handling of customer-identified issues
 - vi. Management of cybersecurity risk (see [Cybersecurity Framework | NIST](#))
 - vii. Breach identification and notification ([C.G.S § 4e-70](#))
2. For vendor-hosted or cloud solutions, the proposer shall answer the following questions:
 - a. The State has determined that the solution/service will process, transmit and/or store data that is federally regulated and that the data being hosted need to comply with federal information security law (i.e., HIPAA). How does the contractor ensure this compliance?
 - b. The State has classified the data handled by the proposed solution as
 - i. Confidentiality Impact: **High**
 - ii. Integrity Impact: **Low**
 - iii. Availability Impact: **Low**

Referring to the State’s [“Data Classification Methodology,”](#) describe how the solution/service will meet these minimum standards. Include a description of how the contractor will secure and protect the data.

- c. What mechanisms does the contractor offer, if any, to assist the state in migrating data off their solution in the event that your agency desires to terminate your relationship with the contractor?
- d. Will the contractor run its own data center, or does it rely on the use of a separate cloud services provider (e.g., Amazon Web Services, Microsoft Azure ... etc.)?
- e. Where will the data reside, geographically? This includes not only any primary data centers, but any other data centers that may provide replication and/or failover support.

- f. Will the contractor provide service resiliency by means of physically separate data centers or failover environments?
- g. Does the contractor allow employees and/or subcontractors to access customer data? If so, in what cases is this allowed and how does the contractor monitor this activity for appropriateness?
- h. Does the use of this solution require any integration with existing state and/or agency technology platforms? If so, identify those platforms and the integration needed.
- i. Will the contractor's solution need to send outbound emails in the context of any business transactions? This would mean that any business emails sent by the solution would use the state's "@ct.gov" email domain.
- j. Does the solution require any contractor appliances and/or software to be installed on state or agency systems? If so, please describe.
- k. How does the contractor communicate to their customers on routine maintenance and planned or unplanned outages?
- l. Is secure (authenticated) access required? If so, how is user authentication and authorization handled? Who is responsible for administering end-user security?
- m. Does the solution/service support standards-driven (e.g., OIDC, SAML) third-party identity providers for user logins? If so, please describe.
- n. Does the solution utilize multifactor authentication or more advanced security? If so, please describe.

FINANCIAL REQUIREMENTS:

- a. The maximum annual obligation is no more than \$150,000.00
- b. This amount is inclusive of the development, implementation, maintenance, training, customer service of the platform
- c. The successful proposer will receive the awarded annual amount over a 12-month period in equal and consistent payments.
- d. Start-up funding is negotiable. Proposers must include a detailed cost itemization of start-up costs and timeline for payment.

IV. PROPOSAL OUTLINE

*This section presents the **required** outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms to the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.*

A. Cover Sheet	1
<p>The Cover Sheet should have the following components:</p> <ul style="list-style-type: none"> • RFP Name or Number: • Legal Name: • FEIN: • Street Address: • Town/City/State/Zip: • Authorized representatives: • Title: • Phone Number: • FAX Number: • E-Mail Address: • Authorized Official: • Title: • Signature: 	
B. Table of Contents	2
C. Declaration of Confidential Information	3
<p>If a proposer deems that certain information required by this RFP is confidential, the Proposer must label such information as CONFIDENTIAL. If applicable, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. (EXAMPLE: Section G.1.a.)</p> <p><i>If this is not applicable, insert N/A for the page number.</i></p>	
D. Conflict of Interest - Disclosure Statement (Form 5)	4
<p>All proposers must complete the Conflict of Interest Disclosure Form. An acceptable form must clearly highlight whether the entity does or does not have any current business relationships.</p>	
E. Executive Summary	5
F. Main Proposal	
1. Organizational Profile <ul style="list-style-type: none"> a. <i>Qualifications.</i> Provide an overview of your organization including years in operation, mission statement, and the current range of services the organization provides. Describe how your organization meets the required contractor qualifications of this RFP: (1) experience and demonstrated success working with the target population; (2) Executive Management role in management and oversight of platform; (3) sufficient managerial and administrative support to implement the programmatic services required by this 	

RFP including the ability to meet data submission requirements; (4) sufficient resources to operate the proposed program(s); (5) the ability to supervise and monitor platform to ensure continuity of service; (7) a continuous improvement process to ensure quality services; (8) a copy of the incorporation documentation. **(Attachment O)**

- b. *Summary of Relevant Experience.* Provide a list of projects that your organization has completed within the last three (3) years in the subject area with emphasis on activities relevant and related to the proposed project.
- c. *Organization Chart.* Provide a diagram showing the hierarchical structure of functions and positions within your organization overseeing this project **(Attachment D)**. Indicate on the diagram where the following functions related to this project will be located: supervision of the Project Manager, technical staff maintaining the platform, continuous quality improvement and administrative support.
- d. *Project Management Personnel.* Provide the names and job titles of the administrator of the platform the Management Team. **(Attachment E)**.
- e. *Proposer Performance Reviews.* Provide documentation to demonstrate that the quality of the proposer’s past projects over the past three years. **(Attachment F)** Include consumer satisfaction surveys, if available. **Any such documentation should be redacted of HIPAA protected information for individuals not associated with the facility or program for which the agency proposal is submitted.**
- f. *Service Area.* Provide a rationale explaining why your organization is well suited to provide services in the proposed area.
- g. *Financial Condition.* Include the most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) **(Attachment G)**. If a proposer has been in business for less than three years, such proposer must include any financial statements prepared by a Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (US) for the entire existence of such firm or corporation.
- h. *References:* Include three (3) letters of reference from business entities, state and/or local municipalities, that recently utilized a virtual platform managed by your organization.**(Attachment H)**.

G. Scope of Services

- a. *Proposed Services.* Provide a description of the proposed platform to be provided. At a minimum, the description should detail the proposed platform and the various features to assist the user and applicant in finding a successful match.
- b. *Customer Support Strategies.* Describe how your organization will support the employer and the applicant to ensure success in the uploading of information and matching with available candidates. Describe the resources available should the employer or candidate experience issues with the platform. Describe the process of tracking job requests and applications to ensure information is current and up to date.
- c. *Training Opportunities.* Describe *the training opportunities that will be available for all new users to the system.*

- d. *Continuous Improvement Plan*: Describe your continuous improvement plan and how users will be part of the evaluation process.

H. Staffing Plan

- *Organization Chart for the Program(s)*. Provide an organization chart showing anticipated lines of authority (reporting relationships) of the project staff (**Attachment D**).
- *Key Personnel*. Provide the name and job title of the individual within your organization who will supervise the Program Manager. On the organization chart required in Section 3, indicate this individual’s location within your organization.

I. Data and Technology

Provide a responses to the items and questions identified in Part C under Data and Technology requirements.

J. Subcontractors

If the proposer plans to use subcontractors, provide a list with the following information:

- a. Legal Name of Agency or Individual Practitioner , Address, FEIN
- b. Contact Person, Title, Phone, Fax, E-mail
- c. Services Currently Provided
- d. Services To Be Provided Under Subcontract

K. Work Plan.

1. *Work Plan*. Develop a work plan **from the date of award through the first year of operation**, describing **what steps** (activities, actions, tasks) your organization will take to develop and implement DDS's requirements for the virtual platform. This plan must include projected dates for establishing an agreed upon Scope of Service, anticipated start-up of the platform, the implementation of marketing and recruitment strategies, and training opportunities.
2. *Methods*. Describe **how** your organization will accomplish each step of the work plan, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.
3. *Timetable*. Include a proposed timetable indicating **when** each step of your organization’s proposed work plan will be accomplished. Identify any significant milestones or deadlines.

L. Cost Proposal

1. Financial Profile

Financial Condition: Provide a description of the financial condition of the company. This should include a history of the proposer’s experience in managing and operating within budget and managing a virtual platform.

2. Budget and Budget Narrative

1. Provide cost proposal and any fees associated with developing, maintaining, enhancing the virtual platform.
2. Include a budget narrative to detail the cost of operating, administering, maintaining and enhancing the platform.

NOTE 1: All proposed costs are subject to the standards developed by the State's Office of Policy and Management for the purchase of service (POS). The cost standards must be incorporated into the provisions of all new State awards effective on or after January 1, 2007. Be advised that your organization's cost proposal is subject to revision prior to award in order to ensure compliance with the cost standards. For more information, go to www.ct.gov/opm, click on "Publications," then click on "Purchase of Service (POS) Cost Standards."

M. Appendices

Appendices should clearly identify the attachment label and each page numbered sequentially as part of the total RFP.

- Attachment A** - Proposer's Authorized Representatives (**Form 1**)
- Attachment B** - Agency Agreement and Assurance Form (**Form 3**)
- Attachment C** - Notification To Bidders, Parts I – V (CHRO) (**Form 4**)
- Attachment D** - Organization Chart (**no form provided**)
- Attachment E** – Project Management Personnel (**no form provided**).
- Attachment F** - Proposer Performance Reviews (**no form provided**)
- Attachment G** – Financial Condition. (**no form provided**)
- Attachment H** - Letters of Reference (3 total) (**no form provided**)
- Attachment I** - Copy of Non-Disclosure Form sent with letter of intent (**Form 2**)
- Attachment K** -Conflict of Interest (**Form 5**)
- Attachment L** - Consulting Agreement Affidavit (OPM Ethics Form 2) (**Form 6**)
- Attachment M**- Gift and Campaign Contributions Certification (OPM Ethics Form 1) (**Form 7**)
- Attachment O** - Copy of the Incorporation Documents (**no form provided**)

V. Forms

The purpose of this subsection is to provide blank copies of any Department forms that must be submitted with a proposal.

Form 1 - Proposer's Authorized Representatives

Form 2 - Non Disclosure Form

Form 3 – Agency Agreement and Assurances Form

Form 4 – Notification To Bidders, Parts I – V (CHRO)

Form 5 – Conflict of Interest Form

Form 6 – Consulting Agreement Affidavit (OPM Ethics Form 2)

Form 7 – Gift and Campaign Contributions Certification (OPM Ethics Form1)

PROPOSER INFORMATION
STATE OF CONNECTICUT
Department of Developmental Services

Applicant Agency: _____
 Legal Name

Authorized Representatives: Applicants must designate an authorized representative and one (1) alternate. The form must be signed by the organization's Chief Executive Officer or another official with signatory authority.

Authorized Representative:

		() -
Name	Title	Telephone Number
Street	Town	Zip Code
E-mail Address	Facsimile Number	
Normal Working Hours		

Alternate:

		() -
Name	Title	Telephone Number
Street	Town	Zip Code
E-mail Address	Facsimile Number	
Normal Working Hours		

I, the undersigned, for and on behalf of the named applicant agency, do herewith apply for this funding and attest that to the best of my knowledge the statements made herein are true.

 Signature of Authorizing Official

 Typed Name and Title

 Date



State of Connecticut Department of Developmental Services



Ned Lamont
Governor

Jordan Scheff
Commissioner

Elisa F. Velardo
Deputy Commissioner

Non-Disclosure Form HIPAA and Privacy Rights Acknowledgement and Agreement

The undersigned in submitting a Letter of Intent for _____ to
(Name of Proposer)
participate in a Request for Proposal process hereby acknowledges the applicability of HIPAA
and state law protections of DDS client information and agrees that any protected health
information, individually identifiable health information, and/or any other DDS client
information which is obtained during Participation in the RFP process shall be maintained
confidential.

Further, the undersigned acknowledges and agrees to return any of the aforementioned
information to DDS if the provider agency is not selected at the conclusion of the RFP
process.

Executive Director/Authorized Agent

Date: _____

FORM 2

Department of Developmental Services (DDS)

AGREEMENTS AND ASSURANCES

The undersigned proposer affirms and declares that:

1. General

- (5) This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- (6) The proposer will deliver services to DDS at the cost proposed in the RFP and within the time frames therein.
- (7) Neither the proposer or any official of the organization nor any subcontractor to the proposer or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with the State of Connecticut or the Federal Government.
- (8) Neither the proposer or any official of the organization nor any subcontractor to the proposer or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

2. DDS Policies and Procedures

- a. The proposer has read and understands the DDS Policies and Procedures Manual and will adhere to all DDS policies and procedures.
- b. The proposer will participate in the Individual Planning Process and attend regular meetings.
- c. The proposer will seek prior approval from DDS before making any changes to the level of services.
- d. The proposer will seek prior approval from DDS before making any changes to the location of services.
- e. The proposer will follow the Continuous Quality Improvement policies and procedures.

Legal Name of Organization

Authorized Signatory Date

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

(Revised 09/3/15)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following **BIDDER CONTRACT COMPLIANCE MONITORING REPORT** must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding fifteen million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

FORM 4

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

<p>MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.</p> <p>BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.</p> <p>MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.</p> <p>LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.</p> <p>COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists</p> <p>ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.</p> <p>OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).</p>	<p>BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.</p> <p>CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..</p> <p>INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.</p> <p>MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.</p> <p>PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.</p>
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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

<p>White (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>Black(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p>Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p>Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p>American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

<p>Company Name Street Address City & State Chief Executive</p>	<p>Bidder Federal Employer Identification Number _____ Or Social Security Number _____</p>
<p>Major Business Activity (brief description)</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__ - Bidder is certified as above by State of CT Yes__ No__</p>
<p>Bidder Parent Company (If any)</p>	
<p>Other Locations in Ct. (If any)</p>	

PART II - Bidder Nondiscrimination Policies and Procedures

<p>A. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__</p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__</p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__</p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__</p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__</p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes__ No__</p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__</p>	<p>10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__</p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__</p>	<p>11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__</p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes__ No__</p> <p>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__</p> <p>6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__</p>	<p>12. Does your company have a written affirmative action Plan? Yes__ No__</p> <p>If no, please explain.</p> <p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__</p> <p>If yes, give name and phone number. _____ _____</p>

Part III - Bidder Subcontracting Practices

(Page 4)

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?
Yes__ No__

PART IV - Bidder Employment Information

Date:

JOB CATEGORY*	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

* NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

PART V - Bidder Hiring and Recruitment Practices

(Page 5)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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FORM 4

CONFLICT OF INTEREST

This form must be printed on your company letterhead.

I, _____
(Name, Title)

(Organization)

(Address)

certifies that this business entity

does/does not (***circle one***)

have any current business relationships [within the past (3) years] that pose a conflict of interest as defined by Connecticut General Statutes Section 1-85.

Legal Signature

Date

If you circled "does" above, please explain:

Section 1-85. (Formerly Sec. 1-68). Interest in conflict with discharge of duties. *A public official, including an elected state official, or state employee has an interest which is in substantial conflict with the proper discharge of his duties or employment in the public interest and of his responsibilities as prescribed in the laws of this state, if he has reason to believe or expect that he, his spouse, a dependent child, or a business with which he is associated will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his official activity. A public official, including an elected state official, or state employee does not have an interest which is in substantial conflict with the proper discharge of his duties in the public interest and of his responsibilities as prescribed by the laws of this state, if any benefit or detriment accrues to him, his spouse, a dependent child, or a business with which he, his spouse or such dependent child is associated as a member of a profession, occupation or group to no greater extent than any other member of such profession, occupation or group. A public official, including an elected state official or state employee who has a substantial conflict may not take official action on the matter.*

Contractor

Contractor Name: _____

Name of Signatory (print): _____

Title of Signatory: _____

The undersigned, being the person signing the Contract, swears that the representation in the Consulting Agreements Representation provision in this Contract is true to the best of my knowledge and belief, and is subject to the penalties of false statement.

Signature

Sworn and subscribed before me on this _____ day of _____, 20____.

Commissioner of the Superior Court
or Notary Public

My Commission Expires



STATE OF CONNECTICUT CAMPAIGN CONTRIBUTION CERTIFICATION

Written or electronic certification to accompany a bid or proposal or a non-competitive contract with a value of \$50,000 or more, pursuant to C.G.S. § 9-612.

INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of submission of your bid or proposal (if no bid or proposal- submit this completed form with the earliest submittal of any document to the state or quasi-public agency prior to the execution of the contract), and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier.

Check One:

- Initial Certification**
- Updated Certification because of change of information contained in the most recently filed certification**

CAMPAIGN CONTRIBUTION CERTIFICATION:

I certify that neither the contractor or prospective state contractor, nor any of its principals, have made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidates, in the previous four years, that were determined by the State Elections Enforcement Commission to be in violation of subparagraph (A) or (B) of subdivision (2) of subsection (f) of Section 9-612 of the General Statutes, without mitigating circumstances having been found to exist concerning such violation. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement. If there is any change in the information contained in the most recently filed certification, such person shall submit an updated certification not later than thirty days after the effective date of any such change or upon the submittal of any new bid or proposal for a state contract, whichever is earlier.

All Campaign Contributions on behalf of any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidate, for a period of four years prior to signing the contract or date of the response to the bid, whichever is longer, include:

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

Effective July 23, 2021

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Contractor Name

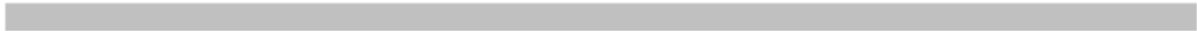
Printed Name of Authorized Official

Signature of Authorized Official

Subscribed and acknowledged before me this _____ day of _____, 20____.

Commissioner of the Superior Court (or Notary Public)

My Commission Expires



Section VI – Miscellaneous Information

A. MINIMUM SUBMISSION REQUIREMENTS

Check ✓Yes or ✓No for each requirement listed in the table below.

If No is checked for any requirement, stop the review and notify the Chair of Screening Committee.

Yes	No	Requirement
		Provider Qualification:
		a. The proposal demonstrates at least three years of experience administering an employment recruitment website or other virtual software platforms.
		b. The proposer demonstrates experience recruiting hourly workers.
		c. The proposer demonstrates the average number of applicants is greater than the number of requested positions over the last three years.

Yes	NO	Requirement
		Proposal received before deadline (4pm 7/8/2022)
		Proposal meets packaging and labeling requirements:
		d. submitted in accordance with RFP guidelines
		e. addressed to official agency contact
		f. name & address of proposer appears on package or email submission (upper left corner)
		g. title of RFP lower left corner
		h. includes signed original (labeled as original)
		Proposal follows the required format:
		i. page size (8 ½ X 11 / portrait), font size, font type (Times New Roman), margins (1" all sides) & pagination (all pages numbered and double sided)
		j. no prohibited attachments (required Attachments A-M O)
		- Proposal is complete (includes all nine sections)
		Proposal includes required Outline documentation:
		k. Cover Sheet
		l. Table of Contents
		m. Conflict of Interest Disclosure Statement (Page 4) Signed and either does/does not is circled
		n. Executive Summary (Page 5)
		Main proposal includes required Sections:
		o. Organizational profile
		p. Scope of Services
		q. Staff
		r. Data Technology Requirements
		s. Subcontractors
		t. Work Plan
YES	NO	Requirements
		u. Cost Proposal
		v. A. Budget Summary included

		w. B. Budget Narrative
		x. Proposed budget must be no more than the maximum financial amount identified for each grouping
		y. Proposer's Authorized Representatives (Attachment A)- signed
		z. Agreements and Assurances Form (Attachment B) - signed
		aa. Notification to Bidders (Attachment C) - signed
		bb. Organization Chart (Attachment D)
		cc. Project Management Information (Attachment E)
		dd. Proposer Performance Reviews (Attachment F)
		ee. Financial Statement (Attachment G)
		ff. References (Attachment H)
		gg. Copy of Non-Disclosure Form sent with letter of intent (Attachment I)
		hh. Conflict of Interest Form(Attachment K)
		ii. Consulting Agreement Affidavit Form 5 (Attachment L)
		jj. Gift and Campaign Contributions Certification (Form 1) (Attachment M)
		kk. Incorporation Documents (Attachment O)

B. Qualifying Proposal Evaluation Checklist

Agency _____ Date of Review _____

A composite rating should be developed by the committee for each criteria. Using a scale of 1 –5, where 5 = Excellent (highest score) and 1 = poor (lowest Score) place your rating in the corresponding box.

A. Organization

- | | Rating |
|--|--------------------------|
| 1. Organizational Experience | <input type="checkbox"/> |
| 2. Organization resources to accomplish proposal | <input type="checkbox"/> |
| 3. Past Performance Reviews | <input type="checkbox"/> |
| 4. Project Management Personnel | <input type="checkbox"/> |

Total	Divided	Average	Weight	Score
<input type="checkbox"/>	BY	<input type="checkbox"/>	X	<input type="checkbox"/>
<input type="checkbox"/>	BY	4	=	<input type="checkbox"/>
		=	<input type="checkbox"/>	X
			.15	=
				<input style="border: 2px solid black;" type="checkbox"/>

B. Data and Technology

- | | Rating |
|---|--------------------------|
| 1. Adequate and secure network connections and encryption technology | <input type="checkbox"/> |
| 2. The platform processes, transmits and/or stores data that is federally regulated and that the data being hosted complies with federal information security law | <input type="checkbox"/> |
| 3. Platform meets the requirements described in Section C Proposal Components | <input type="checkbox"/> |

Total	Divided	Average	Weight	Score
<input type="checkbox"/>	BY	<input type="checkbox"/>	X	<input type="checkbox"/>
<input type="checkbox"/>	BY	3	=	<input type="checkbox"/>
		=	<input type="checkbox"/>	X
			.10	=
				<input style="border: 2px solid black;" type="checkbox"/>

Continue on next page

Qualifying Proposal Evaluation Checklist

A composite rating should be developed by the committee for each criteria. Using a scale of 1 –5, where 5 = Excellent (highest score) and 1 = poor (lowest Score) place your rating in the corresponding box.

- | C. Proposed Virtual Platform Design | Rating |
|--|--------------------------|
| • Easily allow applicants and employers to register for the site | <input type="checkbox"/> |
| • Secure environment | <input type="checkbox"/> |
| • Upload and download employment related documents | <input type="checkbox"/> |
| • Able to search the platform based on a set number of filters | <input type="checkbox"/> |
| • Designed to accommodate various learning styles and languages | <input type="checkbox"/> |
| • Capacity to handle the hiring needs of the total number of employer of records with the ability to expand should the need arise. | <input type="checkbox"/> |
| • Emergency back-up protocols ensure continuous operation of the platform | <input type="checkbox"/> |

Total		Average	Weight	Score
<input type="checkbox"/>	Divided BY	<input type="text" value="7"/>	=	<input type="checkbox"/>
		X	<input type="text" value=".20"/>	=
				<input style="border: 2px solid black;" type="checkbox"/>

- | D. Marketing and Recruitment Strategies | Rating |
|---|--------------------------|
| • Marketing Plan | <input type="checkbox"/> |
| • Recruitment Strategies | <input type="checkbox"/> |

Total		Average	Weight	Score
<input type="checkbox"/>	Divided BY	<input type="text" value="2"/>	=	<input type="checkbox"/>
		X	<input type="text" value=".15"/>	=
				<input style="border: 2px solid black;" type="checkbox"/>

- | E. Proposed Work Plan and Time Frame | Rating | Weight | Score |
|--------------------------------------|--------------------------|--------|--|
| | <input type="checkbox"/> | X | <input type="text" value=".10"/> = <input style="border: 2px solid black;" type="checkbox"/> |

Continue on next page

F. Training and Customer Service

- | | |
|--|--------------------------|
| | Rating |
| 1. Available on-demand training materials | <input type="checkbox"/> |
| 2. Training materials are in different languages and learning modalities | <input type="checkbox"/> |
| 3. customer service personnel are available to assist with employers and applicants having difficulty with the site. | <input type="checkbox"/> |
| 4. Continuous quality improvement Plan meets the department's expectation and utilizes user input | <input type="checkbox"/> |

Total		Average	Weight	Score
<input type="checkbox"/>	Divided By	<input type="text" value="4"/>	X	<input type="text" value=".15"/>
			=	<input type="text"/>
				<input style="border: 2px solid black;" type="text"/>

G. Budget/Cost Effectiveness

- | | |
|--------------------------------------|--------------------------|
| | Rating |
| 1. Relationship to Available Funding | <input type="checkbox"/> |
| 2. Compare Budget to Other Proposals | <input type="checkbox"/> |
| 3. Feasibility of Proposal | <input type="checkbox"/> |

Total		Average	Weight	Score
<input type="checkbox"/>	Divided BY	<input type="text" value="3"/>	=	<input type="text"/>
			X	<input type="text" value=".15"/>
			=	<input style="border: 2px solid black;" type="text"/>

SCORES	A	B	C	D	E	F	G	Total Score
	<input type="checkbox"/>	<input type="text"/>						

Total Score		Final Score
<input style="border: 2px solid black;" type="text"/>	X	<input type="text" value="100"/>
		=
		<input style="border: 2px solid black;" type="text"/>

Comments:

Reviewer Initials:

C. Demonstration and Interview Evaluation Checklist

Agency _____ Date of Review _____

A composite rating should be developed by the committee for each criteria. Using a scale of 1 –5, where 5 = Excellent (highest score) and 1 = poor (lowest Score) place your rating in the corresponding box.

A. Virtual Platform Design

- 1. Virtual Platform Layout
- 2. Ease of use
- 3. Search Filters
- 4. Emergency Back-up

Total		Average	Weight	Score
<input type="checkbox"/>	Divided BY	<input type="text" value="5"/>	=	<input type="text"/>
			X	<input type="text" value=".40"/>
			=	<input style="border: 2px solid black;" type="text"/>

B. Marketing and Recruitment Strategies

- 1. Marketing Strategies
- 2. Recruiting Strategies

Total		Average	Weight	Score
<input type="checkbox"/>	Divided BY	<input type="text" value="2"/>	=	<input type="text"/>
			X	<input type="text" value=".25"/>
			=	<input style="border: 2px solid black;" type="text"/>

Continue on next page

Interview Evaluation Checklist

C. Training and Customer Service

Rating

- 1. Available on-demand training materials
- 2. Training materials are in different languages and learning modalities
- 3. Customer service personnel are available to assist with employers and applicants having difficulty with the site.
- 4. Continuous quality improvement Plan meets the department's expectation and utilizes user input

Total		Average	Weight	Score
<input type="checkbox"/>	Divided BY	<input type="text" value="4"/>	=	<input type="text"/>
		X	<input type="text" value=".20"/>	=
				<input style="border: 2px solid black;" type="text"/>

D. Budget/Cost Effectiveness/ Technology

Rating

- 1. Relationship to Available Funding
- 2. Compare Budget to Other Proposals
- 3. Meets Data and Technology Requirements
- 4. Feasibility of Proposal

Total		Average	Weight	Score
<input type="checkbox"/>	Divided BY	<input type="text" value="4"/>	=	<input type="text"/>
		X	<input type="text" value=".15"/>	=
				<input style="border: 2px solid black;" type="text"/>

SCORES A B C D Total Score

<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	=	<input style="border: 2px solid black;" type="text"/>
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Total Score		Final Score
<input style="border: 2px solid black;" type="text"/>	X	<input type="text" value="100"/>
		=
		<input style="border: 2px solid black;" type="text"/>

Comments:

Reviewer Initials: